
DOCUMENT CONTROL PROCEDURE (DPM-P002)

DCSS – Process Management

1.0 SCOPE:

- 1.1 This procedure outlines the procedures for controlling documents in the Dougherty Process Management system.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 ISO Co-Management Representatives

3.0 APPROVAL AUTHORITY:

- 3.1 ISO Co-Management Representatives

4.0 DEFINITIONS:

- 4.1 BSD – Business Services Division
- 4.2 Departmental Manager/Director/Supervisor: Any one or more listed.

5.0 PROCEDURE:

- 5.1 Documentation used in the BSD covered by this procedure includes documentation required by the ISO 9001:2000 Standard as well as documentation developed within the process management system. This documentation includes:

- 5.1.1 Process Management Manual (DPM-M001)
 - 5.1.2 Department handbooks/manuals (as referenced in departmental procedures prefixed by the departments three-letter code and suffixed with “M” for manual followed by three-digit sequential numbering scheme), as applicable;
 - 5.1.3 Procedures (prefixed by the department’s three-letter code and suffixed with “P” for procedure followed by a three-digit sequential numbering scheme), as applicable;
 - 5.1.4 Work Instructions where referenced (prefixed by the department’s three-letter code and suffixed with “W” for work instruction followed by a three-digit sequential numbering scheme), as applicable; and
 - 5.1.5 Forms, as referenced in manuals, procedures, and/or work instructions (prefixed by the department’s three-letter code and suffixed with “F” for form followed by a three-digit sequential numbering scheme), as applicable. Note: some forms may contain numbering previously applied by the BSD.
- 5.2 Documentation used in the quality system is approved prior to release according to the requirements of the document’s approval authority, this document control procedure, and/or the Document Control Form. Note: For the purposes of the initial release of documentation, a memo listing all documents, dates, and revisions may be sent to the directors of the departments for sign-off as approval for release. Other approvals include the Executive Director of Business Services and at least one of the Co-Management Representatives.
 - 5.3 Minimum approval requirements are as follows:
 - 5.3.1 Process Management Manual: Superintendent, Executive Director of Business Services, ISO Co-Management Representatives

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- 5.3.2 Procedures: Departmental Manager/Director/Supervisor
- 5.3.3 Work Instructions: Departmental Manager/Director/Supervisor
- 5.3.4 Forms: Departmental Manager/Director/Supervisor
- 5.4 Revisions or deletions of documents are reviewed and approved by the person(s) who originally approved the documents prior to implementing the revision or deletion, or as designated on the document control form.
- 5.5 Documents are reviewed on a regular basis through internal audits and normal use to determine the need for revisions.
- 5.6 The most current documentation is made readily available to those performing the tasks defined and/or those having responsibility for the document. Availability is primarily through the documentation web site;
- 5.7 Documentation is legible and readily identifiable with changes and revision history to ensure proper use and deployment of the Dougherty Process Management System.
- 5.8 Documentation which is controlled external to the process management system is listed on an External Documents list, including distribution of controlled copies, and controlled in a way appropriate to the process requiring the document.
- 5.9 Any obsolete documents are either removed from the web site or hard copy location to prevent unintended use. In the event obsolete documentation is retained, it is identified as "Obsolete" and appropriately filed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Document Control Work Instruction, DPM-W001
- 6.2 Document Control Form, DPM-F001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Document Control Form (or Memos of Approval)	Hard copy in Co-Management Representatives files	Minimum 3 years of most recent revision	Discard as desired	Maintained in a secure area by a Co-Management Representative
Document Master List	Electronic by a Co-Management Representative	Ongoing current revisions	Maintain current revision ongoing	Back-up on server
External Document Master List	Electronic by a Co-Management Representative	Ongoing current revisions	Maintain current revision ongoing	Back-up on server

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8.0 REVISION HISTORY:

Date	Rev	Description of Revision:
15-Dec-02	A	Initial Release
21-Oct-03	B	Inserted a new section 5.5 on revision of documents. Sections 5.6 through 5.8 changed and section 5.9 was added.

***** End of procedure *****